



Procedure: Tryout/Checklist

Cal State San Bernardino will employ the following procedure to document playing and practice seasons.

The Head Coach will complete the Tryout/Checklist for each prospective student-athlete (this also includes current CSUSB students¹) that is trying out to establish a position as a member in their program. This form is to be completed and submitted for prospects that make an unofficial visit or official visit to CSUSB and participate in athletic activities.

1. The Head Coach will complete the Tryout/Checklist for each prospective student-athlete that is trying out to establish a position as a member of their program.
2. The Coach conducting the tryout is to read through the checklist to ensure that each regulation is completed. The coach should place a check (✓) next to the regulation.
3. The coach will list all the information requested in its entirety in the Student Information section. Do not leave any line blank. Do not let the prospect complete the form without your review.
4. The Head Coach will submit the Tryout/Checklist along with an attached Unofficial Visit Record or Official Visit Pre-/Post-Approval Form to the Compliance Office no later than three days upon conclusion of the prospect's visit.
5. The Compliance Office will review the Tryout/Checklist form to ensure compliance with NCAA regulations.
6. The Compliance Office will keep the Tryout/Checklist form on file.

See Bylaws: 13.11.1
 13.11.2
 13.11.2.5
 13.11.3
 17.02.13

Plan your tryout as far as advance as possible so proper medical documentation can be obtained prior to setting a tryout date.

¹ This form can be completed for current CSUSB students who will not be participating in tryout activities for more than two hours. If the tryout will last more than two hours the Squad List Addition form must be completed.



Tryout Form/Checklist

A member institution may conduct a tryout of a prospective student-athlete only on its campus or at a site at which it normally conducts practice or competition and only under the following conditions:

- No more than one tryout per prospective student-athlete per institution per sport shall be permitted;
- The tryout may be conducted only for high school seniors who are enrolled in a term other than the term(s) in which the prospective student-athlete's high school's traditional season in the sport occurs or who have completed high school eligibility in the sport; for a two-year college student, after the conclusion of the sport season or anytime, provided the student has exhausted his or her two-year college eligibility in the sport; and for a four-year college student, after the conclusion of the sport season, provided written permission to contact the prospective student-athlete (per Bylaw 13.1.1.2) has been obtained;
- Prior to participation in a tryout, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a licensed physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months prior to participation in the tryout. The medical examination or evaluation may be conducted by an institution's regular team physician or other designated physician as a part of the tryout; (Attach documentation of medical examination)
- The tryout may include tests to evaluate the prospective student-athlete's strength, speed, agility and sport skills;
- Competition against the member institution's team is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity per Bylaw 17.02.1.1;
- The time of the tryout activities (other than the physical examination) shall be limited to the length of the institution's normal practice period in the sport **but in no event shall it be longer than two hours**;
- The institution may provide equipment and clothing on an issuance-and-retrieval basis to a prospective student-athlete during the period of the tryout; and
- Complete the information below and attach this document to the Unofficial Visit Record or Official Visit Pre-/Post-Approval Form.

Prospect's Information

Name: _____ Sport: _____ Tryout Date: _____

Date of Birth (Mo/Day/Year): _____ Schools Attended: _____

Phone Number: _____

First Date of Collegiate Enrollment (or potential collegiate) (Term/Year): _____

Years of Participation - H.S.: _____ Years of Participation - College: _____

I certify all information checked above is accurate and meets NCAA requirements. I understand I am to submit this form and related documentation to the Compliance Office within three days after the conclusion of the tryout.

Head Coach Signature: _____